

U.S. Department of
Homeland Security

United States
Coast Guard



Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Staff Symbol: G-OPN
Phone: (202) 267-0358
Fax: (202) 267-4222
Email: fparker@comdt.uscg.mil

COMDTNOTE 16500
NOV 25 2003

COMMANDANT NOTICE 16500

CANCELLED: NOV 24 2004

Subj: CH-13 TO AIDS TO NAVIGATION MANUAL - ADMINISTRATION, COMDTINST
M16500.7

1. PURPOSE. This Notice updates Chapter 13 of the Aids to Navigation Manual – Administration.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet Release Authorized.
3. SUMMARY.
 - a. The requirement for districts to print and mail individual copies of the Local Notices to Mariners (LNM) and to maintain subscriber mailing lists is removed due to the availability of LNM's electronically. The Coast Guard has been publishing the entire LNM in an electronic format since 2000. Each week, an electronic version of each district's LNM is placed on the Navigation Center's (NAVCEN) website (www.navcen.uscg.gov) in a common user-accessible format.
 - b. The format in which geographic positions (latitude and longitude) are reported to the mariner/public for both chart corrections and Light List corrections is updated. The discussion of annotated copies of the LNM is also removed.

DISTRIBUTION – SDL No. 141

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1	1	1	1	1	1	1	1		1	3	2	2	2	2		2		1					
B		8	20		3	1		1	1	1				30	3	1	1	2	1			2				
C				1	1	1	1		1		3	1	1	1				1					2	1		
D	1			2																						1
E					1					1	1	1			1				1							
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION: B:c MLC PAC, MLCLANT (6 copies)

COMDTNOTE 16500

4. PROCEDURES.

- a. Remove and insert the following pages:

<u>Remove</u>	<u>Insert</u>
Pages 13-11 thru 13-12 CH-8	Pages 13-11 thru 13-12 CH-13
Pages 13-17 thru 13-18 CH-8	Pages 13-17 thru 13-18 CH-13

#

Encl: (1) CH-13 to Aids to Navigation Manual – Administration, COMDTINST 16500.7

- b. Each district shall **issue** at least one Local Notice to Mariners each week, with the exception of Ninth District which ceases publication at the close of the navigation season.

2. Responsibility and Distribution.

- a. Each district commander is responsible for issuing a Local Notice to Mariners concerning information that contributes to navigation safety and maritime security within the boundaries of the district. The District Commander has broad discretion in determining the content of safety and security information in the Local Notices to Mariners. Other important information of wider geographical application, such as changes to Traffic Separation Schemes, may also be published.
- b. **Individual issues of the Local Notice to Mariners are available free of charge over the Internet from the Coast Guard Navigation Center (NAVCEN) web site (www.navcen.uscg.gov).**
- c. **A brief notice concerning the availability of the Local Notice to Mariners from the NAVCEN website shall be included in each issue.**
- d. **Prior to publishing the Local Notice to Mariners, an electronic copy of chart corrections shall be transmitted to the National Ocean Service/NOAA to conduct a quality control review prior to the information being published.**
- e. **A complete paper copy of each Local Notice to Mariners shall be retained at the district office for a period of 10 years and then forwarded to the Federal Record Center. For complete guidance, reference COMDTINST M5212.12 (currently under revision).**

3. Scope: Local Notices to Mariners are primarily used to publish information concerning the establishment of, changes to, and deficiencies in aids to navigation. Local Notices to Mariners can also include, at the District Commander's discretion, any other information pertaining to the navigational safety or maritime security of the waterways within each Coast Guard District. This information potentially includes:

- a. Reports of channel conditions, obstructions, hazards to navigation, dangers, anchorages, restricted areas, regattas, and similar items.

- b. Information concerning charts covering waters within district boundaries.
- c. Oil, gas, mineral, and related industry information including:
 - (1) The establishment or removal of drill rigs and vessels.
 - (2) The proposed construction and establishment of artificial islands, fixed structures, and subsea installations.
- d. Information on bridges such as Public Notices or other information that concerns:
 - (1) Proposed construction of new bridges or modifications to existing bridges.
 - (2) Available clearance after construction or when a modification is actually completed.
 - (3) Changes in clearances, either permanent or temporary, of existing bridges.
 - (4) Proposed changes in drawbridge operations or regulations.
 - (5) Deviations from published drawbridge regulations.

- b. A complete set of charts for a District's area of responsibility shall be maintained. Aids to navigation information on these charts shall be kept up-to-date from information supplied by units doing the aid to navigation work.
- c. Prior to advertising new positions for short-range aids-to-navigation, positioning results shall be verified by district staffs in accordance with Chapter 7 of COMDTINST M16500.1C.
- d. **Before a Local Notice to Mariners is issued, all information shall be verified by someone other than the person who prepared the document. Consult the District copy of the approved CG-3213. A checklist shall be used to ensure all information is correct.**
- e. During each visit to an aid to navigation, servicing units shall verify all data published in the current Local Notice to Mariners, Light List, on nautical charts, and in Coast Pilots. Errors and omissions will be brought to the attention of the district.
- f. The position of new fixed structures must be determined to an accuracy required by its accuracy standard (See **Chapter 5 of COMDTINST M16500.1C**). When a Local Notice to Mariners is issued before a post-construction survey can be completed, the notice shall be based on the best information provided by the reporting unit and shall include "position approximate (PA)." A subsequent notice shall be issued after the survey indicating the accurate position and the (PA) removed.
- g. **Positions shall be listed in Section V using degrees, minutes, and seconds to three decimal places (thousands) when available.**
- h. When an aid to navigation is relocated, the assigned position should always be advertised in the Local Notice to Mariners (LNM), even if the new position falls within the charted symbol.
- i. The assigned position of an aid shall be listed in the Light List and Light List corrections will use degrees, minutes, and seconds to three decimal places (thousands). **Assigned** positions shall be adjusted, if necessary, to reflect the datum on the chart listed in the Chart Reference Heading preceding the entry in the Light List.

- j. Any questions that arise concerning entries or the format of the Local Notice to Mariners shall be referred to **Commanding Officer, Navigation Center or Commandant (G-OPN-2)** for consultation prior to publication.

5. Purpose and Content.

a. Special Notices.

- (1) The purpose of the Special Notices section is to allow the district commander discretion in publishing information of a special nature that affects the marine environment.
- (2) In this section, reference to Armed Forces gunnery exercises, pyrotechnics drills, night photography, changes in regulations pertaining to pilotage, and other operations affecting marine traffic can be announced.
- (3) The format of the Special Notices should be edited to provide simple, to-the-point information.